

Agency Offset

Receivable documents must NOT be marked with "DEL" action code BEFORE RELEASING the batch. If it is incorrectly marked before release, please do the following:

Delete the document, or

Mark the document with an action code "XXX." This action code will prevent the document from offsetting a payment. If you subsequently want the document to offset a payment, it will be necessary to mark it again with an action code "DEL."

Other conditions to keep in mind are:

Some PDTs (D50 profile) will not be offset, e.g., M2 or M3. The offset flag on these specific PDTs is set to "NO."

If the mail code on the receivable and payment document are not identical, offset will not occur.

Only the original receivable document (not any subsequent adjustment documents) should be marked with an action code "DEL."

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